

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
HEADQUARTERS OPERATING  
INSTRUCTION 36-107**

**19 May 1995**

**Personnel**

**PERSONNEL INQUIRY REQUEST**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(MSgt Thomas A. Lewis)  
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(Major Larry C. Lee)  
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This instruction prescribes procedures and responsibilities for requesting personnel products from the Personnel Readiness & Systems Division, Directorate of Personnel. It implements AFRPD 36-1, *General Civilian Personnel Provisions and Authorities*.

**SUMMARY OF REVISIONS**

This revision incorporates the procedures formerly in HOI 30-1.

**1. HQ AFRES Inquiry Focal Points.** Each Directorate appoints a primary and alternate focal point for personnel inquiries. Send an information copy of the appointment letter to HQ AFRES/DPXD, the office of primary responsibility (OPR) for the Inquiry Retrieval System. Inquiry requests are acceptable in letter format or via electronic mail.

**2. HQ AFRES Inquiry Focal Point Responsibilities.** As the command focal point for inquiry requests, HQ AFRES/DPXD provides personnel information when a valid need exists. This includes:

- 2.1. Providing initial and recurring instructions on how to properly request inquiry products.
- 2.2. Maintaining a list of available data from within the Headquarters Air Force (HAF) level personnel system.
- 2.3. Maintaining and executing requests required on a monthly, quarterly, semiannually, or as needed basis without an additional requirement letter.
- 2.4. Requesting revalidation of recurring inquiry annually.

2.5. Providing completed product within 5-10 workdays, not withstanding communication or computer failures beyond the control of HQ AFRES/DPXD. (Emergency requests are handled on an individual basis).

2.6. Approving or disapproving requests based on need. Justification and completeness of the request are needed.

**3. Staff Inquiry Focal Point.** All personnel appointed according to paragraph 1. (except Directorate of Personnel appointees) will adhere to the following instructions when requesting personnel data:

3.1. Have access to HOI 36-107.

3.2. Submit request for personnel data required in writing or electronic mail to HQ AFRES/DPXD to include the following:

3.2.1. Brief explanation for the data needed and what it will be used for. Reference paragraph 2.6.

3.2.2. Specific select criteria. Include exact data items to be used for record selection (that is, Duty AFSC (DAFSC) = 8F000 or GR-CURR = MSgt, SMSgt, or CMSgt). Reference paragraph 2.6.

3.2.3. Specific sort criteria. Include exact order in which you want data displayed (i.e., alphabetical, alpha by PAS, alpha by GR-CURR by PAS, etc). Reference paragraph 2.2.

3.2.4. All data to be printed on final product. Include exact data items in order desired. Reference paragraph 2.2.

3.2.5. Date product is needed.

3.3. All requests must be valid requirements for Official Use Only and justified for mission accomplishment.

3.4. Safeguard all products with respect to the Privacy Act of 1974.

DAVID S. SIBLEY, Brig Gen, USAFR  
Assistant Vice Commander